



Republic of the Philippines  
**Department of Education**

REGION I  
**SCHOOLS DIVISION OFFICE OF PANGASINAN II**  
Canarvacanan, Binalonan, Pangasinan

*Office of the Schools Division Superintendent*

August 7, 2024

**DIVISION MEMORANDUM**

No. 388 s. 2024

**TO: DISTRICT SUPERVISORS  
SECONDARY SCHOOL PRINCIPALS**

**FROM: VIVIAN LUZ S. PAGATPATAN, PHD, CESO VI  
OIC, Office of The Schools Division Superintendent**

**SUBJECT:** FINAL EVALUATION FOR THE DIVISION SEARCH FOR OUTSTANDING MAPEH IMPLEMENTERS (ELEMENTARY & SECONDARY-JHS& SHS), SPECIAL PROGRAM FOR THE ARTS (SPA), SPECIAL PROGRAM IN SPORTS (SPS), CITIZENSHIP TRAINING PROGRAM (CTP) & MOST FUNCIONAL SCHOOL FITNESS PROGRAM

**PARTICULARS**

1. In line with the Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Education, the SDO Pangasinan II through the Curriculum Implementation Division (CID) MAPEH Department announces the **Final Evaluation of documents for the 2024 Division Search for Outstanding MAPEH Implementers on August 17, 2024, 9:00 a.m. at SM Event Center, Rosales, Pangasinan.**
2. This aims to recognize and reward teachers and program owners who exhibit exemplary performance, innovative ideas, and genuine public services, and demonstrated the highest degree of integrity, honesty in the service; and contribute meaningfully to improve the implementation of the curriculum in different key stages and programs of the Department of Education particularly SDO Pangasinan II.
3. Attached herewith are the General Guidelines, Criteria for the Search and the Division Evaluation Committee (Enclosure No. 1, Division Memo No. \_\_\_\_\_, s. 2024)




Guico Street, Canarvacanan, Binalonan, Pangasinan

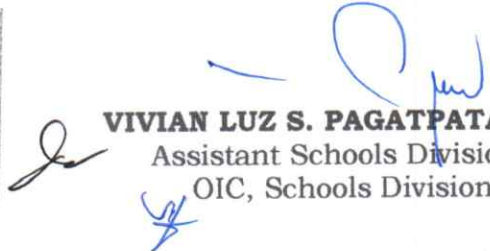
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4. Participants to said activity are entitled to one (1) day Service Credit as per DO No. 53, 2. 2003 -Updated Guidelines on Grant of Vacation Service Credits to Teachers.
5. Travel expenses, meals, and other incidental expenses of the participants/delegates shall be charged to MOOE/Local Funds, subject to usual accounting and auditing rules and regulations.
6. Immediate dissemination of this Memorandum is enjoined.

APPROVED FOR TRANSMISSION:  
  
**ARVIN R. PURISIMA**  
ADMINISTRATIVE OFFICER V

  
**VIVIAN LUZ S. PAGATPATAN, PhD, CESO VI**  
Assistant Schools Division Superintendent  
OIC, Schools Division Superintendent



Guico Street, Canarvacanan, Binalonan, Pangasinan



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**ENCLOSURE NO. 1, DIVISION MEMORANDUM NO.\_\_\_\_,S.2024**

**A. GENERAL GUIDLEINES FOR THE SELECTION OF OUTSTANDING MAPEH, SPA, SPS & CTP IMPLEMENTERS (IN ALL CATEGORIES)**

1. The search is open to all Permanent MAPEH/ SPA/ SPS/CTP Teachers with at least one year teaching experience.
2. The candidate shall bring with them 3 folders containing photocopied documents and one original for verification. **Document -based assessment will be strictly followed on said evaluation date. Schedule of Evaluation should be strictly followed.**
3. Awardees from the previous searches in MAPEH can still join.
4. The categories of the search are as follows:
  1. Outstanding MAPEH Implementers- Teacher/Coordinator's Category (Elementary & Secondary JHS & SHS)
  2. District MAPEH Coordinators' Category (Elementary)
  3. Department Heads and Chairmen Category (Secondary)
  4. Outstanding SPA, SPS, CTP Implementers -Teacher Category
5. Top Three Awardees will be selected on the different categories.
6. The scheduled dates of evaluation will be strictly followed.
7. An awarding ceremony will be conducted on the Division Teacher's Day Celebration on October,2024.



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**B. DIVISION ELEMENTARY EVALUATORS :**

1. Reymund Alvarez
2. Catherine Domingo
3. Maricar Garcia
4. Ramil Macahilig
5. Marvielyn Saquing
6. Don King Camagay
7. Marjes Diego
8. Ria Ramirez
9. Norberto Abrena
10. Bella Tucay
11. Bernard Caritativo
12. Alfredo Nimer
13. MaDinah Gemino
14. Clarinda Reyes
15. Gregorio Tabil
16. Ferdinand Oiga
17. Cipriano Villamin, Jr.

**DIVISION SECONDARY EVALUATORS:**

1. Eduardo Fernandez
2. Carla Lopez
3. Gerlyn Bangis
4. Rouvheansonne Bayson
5. Arnold Esperanza
6. Nelda Dela Cruz
7. Brando Aquino
8. Elaine Garcia
9. Agnes Ceralde
10. Sheila Macayan
11. Florence Cabuag
12. Adonis Sales
13. Wilmer Calip
14. Rhona Sanchez
15. Leonora Ober
16. Amadeo Distor
17. Evelyn Mones

**CHAIRMAN: JANICE M. RIVERA**  
SEPS-HR

**CO-CHAIRMAN: EMHIL MEDRANO**  
Education Program Specialist-HR

  
**LILIBETH A. DAUS**  
EPS-MAPEH, SPA, SPS



Guico Street, Canarvacanan, Binalonan, Pangasinan



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Name: \_\_\_\_\_

School: \_\_\_\_\_

Date: \_\_\_\_\_

**CRITERIA FOR THE SELECTION OF OUTSTANDING DEPARTMENT HEADS & CHAIRMEN CATEGORY ( SEC.) & DISTRICT MAPEH COORDINATORS (ELEM.)**

**I. PERFORMANCE RATING – 10 POINTS (MAXIMUM)**

Average of 3 latest IPCRF Ratings (S.Y 2021-2022, 2022-2023, 2023-2024)

Average times 3

**II. COMPETENCE AND EFFECTIVENESS – 50 POINTS (MAXIMUM)**

**A. Curriculum Planning and Implementation – 25 points (maximum)**

**A.1. CONTESTS, CELEBRATIONS, PROGRAMS AND ACTIVITIES PARTICIPATED – 5 points (maximum)**

- 5 pts. - 5 activities/celebrations attended with complete documents
- 4 pts. - 4 activities/celebrations attended with complete documents
- 3 pts. - 3 activities/celebrations attended with complete documents
- 2 pts. - 2 activities/celebrations attended with complete documents
- 1 pts. - 1 activity/celebration attended with complete documents

*MOVs: Program of the Activity, Certificate of Participation/Recognition, Output, Pictures, Registration, Attendance Sheet (at least 3)*

**A.2 WINNINGS RECEIVED 10 points (maximum)**

National Winnings

- 10pts- 1<sup>st</sup> place to 5<sup>th</sup> place
- 9 pts - 6<sup>th</sup> place to 10<sup>th</sup> place

Regional Winnings

- 8 pts- 1<sup>st</sup> place to 5<sup>th</sup> place
- 7 pts - 6<sup>rd</sup> place to 10<sup>th</sup> place

Division Winnings

- 6 pts. - 1<sup>st</sup> place
- 5 pts. - 2<sup>nd</sup> place to 5<sup>th</sup> place
- 4 pts. - 6<sup>th</sup> to 8<sup>th</sup> place
- 2 pts. - 9<sup>th</sup> to 10<sup>th</sup> place

District/Congressional/Municipal Winnings

- 3 pts. - 1<sup>st</sup> place
- 2 pts. - 2<sup>nd</sup> place to 5<sup>th</sup> place
- 1 pt. - 6<sup>th</sup> to 10<sup>th</sup> place

School Winnings

- 0.75 pts. - 1<sup>st</sup> place
- 0.5 pts - 2<sup>nd</sup> place to 3<sup>rd</sup> place
- 0.25 pts. - 4<sup>th</sup> to 5<sup>th</sup> place

**A.3 TRAININGS/LAC SESSIONS/INSETS/WORKSHOPS/SEMINARS CONDUCTED – 10 points (maximum)**

- 5 pts. -Regional/Division Training conducted as Chairman/ Co-Chairman (Planning/Technical Committee)
- 4 pts. –District/Municipal/Congressional Training conducted as Chairman/Co-Chairman (Planning/Technical Committee)
- 3 pts. – School/Cluster/Zone Training conducted as Chairman/Co-Chairman (Planning/Technical Committee)
- 2 pts. – Division/District/Municipal/Congressional/School/Cluster/Zone Training conducted as Member (Planning/Technical Committee)

*MOVs: Certificate of Recognition/COC, Narrative Report (Program, Training Matrix, Pictures, Memorandum, Attendance Sheet, Registration)*

**B. Conducted Research – 10 points**

- 10 pts. - Conducted Action/ Basic Research with coc
- 5 pts. – Action/Basic research on Proposal stage (approved proposal) Sheets

*MOVs: COC, Approved Proposal*

**C. Innovations – 10 points (maximum)**

- 10 pts. - Division level
- 8 pts. – District level/Municipal level
- 6 pts. - School level
- 4 pts. - On going
- 2 pt. – Conceptualized (Proposal)

*MOVs: Certificate of Completion, Innovative Work Plan Proposal*

**D. Application of Learning & Development/Application of Education.....5 points**

*MOV's Approved L & D, Application of Education Action Plan, Accomplishment Report*

**III. PROFESSIONAL / PERSONAL DEVELOPMENT AND COMMUNITY INVOLVEMENT – 40 POINTS (MAXIMUM)**

**a. Highest Educational Attainment – 10 points (maximum)**

- 10 pts. -JD/PhD/EdD/any doctorate degree related to education/
- 8 pts. - Doctorate Academic Requirement
- 6 pts. - At least 15 units EdD/PhD
- 5 pts. - MA/MS Degree
- 3 pts. - MA/MS Academic Requirement
- 1 pt. - At least 15 units MA/MS
- 0.50 pt. - At least 9 units

*MOVs: OTR, Certificate of Completion, Certification (Unit Earners)*

**b. Trainorship/ Speakership/ Demo Teacher during LAC/INSET trainings, seminars, workshops (online/F2F) – 5 points (maximum)**

- 5 pts. – International
- 4 pts. - National
- 3 pts. - Regional
- 2 pt. - Provincial / Division
- 1 pt. - District/Municipal



- 0.75 pt. - Cluster Schools/Zone
- 0.50 pt. - School-Based/Department Based
- 0.25 pt. - Grade Level LAC

*MOVs: Certificate of Recognition, Memorandum, Pictures, Training Matrix, Program, Lesson Plan, Communication Letter, DepEd Endorsement*

**c. Chairmanship / Membership of a Technical Working Group TWG – 5 points (maximum)**

**Central Office/Regional Office/Schools Division Office Trainings**

- 2 pts. each - Chairman
- 1.5 pts. each - Co-Chairman
- 1 pt. each - Member

**Congressional/District/Municipal/Cluster Schools/School-Based Trainings**

- 1 pt. each - Chairman
- 0.75 pt. each - Co-Chairman
- 0.50 pt. each - Member

*MOVs: Certification, Memorandum, Designation, Pictures, Certificate of Recognition, Program*

**d. Honors/Citation/Awards Received – 10 points (maximum)**

- 10 pts. - International/National award
- 8 pts. - Regional award
- 6 pts. - Division award
- 4 pts. - District/Municipal award
- 2 pt. - School award

*Example: Most Outstanding Teacher, Most Outstanding Employee, Best MAPEH Implementer, CSC Award, Best Structured Classroom, Biggest Loser, BSP/ GSP Award, Brigada Eskwela Award*

*MOVs: Certificate of Recognition/ Plaque, DepEd Endorsement, Criteria for the Search, Pictorials, Memorandum/Letter of Invitation, Pictures, Program*

**e. Trainings Attended – (MAPEH/SPA/SPS/CTP) – 5 points (maximum)**

- 4 pts. each – International
- 3 pts. Each - National
- 2 pts. each - Regional
- 1 pt. each- Provincial/Division
- 0.75 pt. each - District/Municipal
- 0.50 pt. each - Cluster Schools/Zone
- 0.25 pt. each - School-Based
- 0.15 pt. each- Grade Level LAC / INSET

*MOVs: Certificate of Participation, Memorandum, Pictures, Program, Attendance, Registration, DepEd Accreditation*

**f. Special Programs/Community Projects – 5 points (maximum)**

- 5 pts. - Municipal Level
- 4 pts. - Barangay Level
- 3 pts. - School Level
- 2 pt. – On going

*Example: Summer Arts Workshop, Gift Giving, Sports Fest, Fitness Program and others*

*MOVs: Program with Schedule of Activities; Attendance Sheets, Narrative Report, Pictorials, Designation as Program/Project Coordinator (signed by the Punong Barangay, Department Head/Chairman and the School Head), Communication Letters, Pictorials*

**Total: 100 points**

**Add: Plus Factors**

**(0.25 each)**

Book Journal Authorship

Broadcaster

Content Validator

Script Writer

Grammar Evaluator

Developer

Conformance Reviewer

a forum

Project Sourcing for MAPEH/SPA

Short Stories

TV Broadcaster

MAPEH/SPA

SLM Layout Evaluator / Layout Artist District / Municipal / Division / Regional Data Coordinator

Coordinatorship / Chairpersonship / Advisorship for at least one (1) year

Other Plus Factors to be decided/determined by the Search Evaluators

Radio-Based

Video Lesson Editor/

Video Lesson

Research Presenter of

Developed VL for

Article Writer in

## **DIVISION EVALUATORS:**

DIVISION EVALUATORS:

\_\_\_\_\_  
Signature Over Printed Name

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Signature Over Printed Name

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Signature Over Printed

Checked and Reviewed:

**LILIBETH A. DAUS, EdD**

Education Program Supervisor

In-Charge of MAPEH





Name: \_\_\_\_\_ School: \_\_\_\_\_

Date: \_\_\_\_\_

## TEACHERS (ELEM. SEC.) CATEGORY

### CRITERIA FOR THE SELECTION OF OUTSTANDING MAPEH, SPA, SPS IMPLEMENTERS

#### I. PERFORMANCE RATING – 10 POINTS (MAXIMUM)

Average of 3 latest IPCRF Ratings (S.Y 2021-2022, 2022-2023, 2023-2024)

#### II. COMPETENCE AND EFFECTIVENESS – 50 POINTS (MAXIMUM)

##### A. Curriculum Planning and Implementation – 20 points (maximum)

**A.1. CONTESTS, CELEBRATIONS, PROGRAMS AND ACTIVITIES PARTICIPATED**  
DepEd/Private Agencies, NGO's, GO's Initiated, Local/International, etc. (as participant, coach or trainer, consultant) – 5 points (maximum)

- 5 pts. - 5 activities/celebrations attended with complete documents
- 4 pts. - 4 activities/celebrations attended with complete documents
- 3 pts. - 3 activities/celebrations attended with complete documents
- 2 pts. - 2 activities/celebrations attended with complete documents
- 1 pt. - 1 activity/celebration attended with complete documents

*MOVs: Program of the Activity, Certificate of Participation/Recognition, Output, Pictures, Registration, Attendance Sheet (at least 3)*

##### A.2 WINNINGS RECEIVED 10 points (maximum)

###### International/National Winnings

- 10pts- 1<sup>st</sup> place to 5<sup>th</sup> place
- 9 pts - 6<sup>th</sup> place to 10<sup>th</sup> place
- 5 pts - Participation

###### Regional Winnings

- 8 pts- 1<sup>st</sup> place to 5<sup>th</sup> place
- 7 pts - 6<sup>rd</sup> place to 10<sup>th</sup> place
- 4 pts - Participation

###### Division/Provincial Winnings

- 6 pts. - 1<sup>st</sup> place
- 5 pts. - 2<sup>nd</sup> place to 5<sup>th</sup> place
- 4 pts. - 6<sup>th</sup> to 8<sup>th</sup> place
- 3 pts. - 9<sup>th</sup> to 10<sup>th</sup> place
- 2 pts - Participation

###### District/Congressional/Municipal Winnings

- 3 pts. - 1<sup>st</sup> place
- 2 pts. - 2<sup>nd</sup> place to 5<sup>th</sup> place
- 1 pt. - 6<sup>th</sup> to 10<sup>th</sup> place
- .5 pts - Participation

###### School Winnings

- 0.75 pts. - 1<sup>st</sup> place
- 0.5 pts - 2<sup>nd</sup> place to 3<sup>rd</sup> place
- 0.25 pts. - 4<sup>th</sup> to 5<sup>th</sup> place

**A.3. TRAININGS/LAC SESSIONS/INSETS/WORKSHOPS/SEMINARS CONDUCTED – 5 points (maximum)**

5 pts. -Regional Training conducted as Chairman/ Co-Chairman (Planning/Technical Committee)

4 pts. – Division Training conducted as Chairman/ Co-Chairman (Planning/Technical Committee)

3 pts.-District/Municipal/Congressional Training conducted as Chairman/Co-Chairman (Planning/Technical Committee)

-Member of TWG (Regional/Division)

2 pts. –School/Cluster/Zone Training conducted as Chairman/Co-Chairman (Planning/Technical Committee)

1pt.- Congressional/Municipal/District School/Cluster/Zone Training as member

*MOV's: Certificate of Recognition/COC, Narrative Report (Program, Training Matrix, Pictures, Memorandum, Attendance Sheet, Registration)*

**B. Application of Learning and Development.....5points**

*MOV's: Approved L & D Documents, Action Plan, Accomplishment report*

**C. Application of Education.....5 points**

*MOV's: Approved Education Application Documents, Action Plan, Accomplishment report*

**D. Conducted Research (Basic or Action Research)– 10 points (maximum)**

10 pts. - Conducted Action/ Basic Research to address problems in the classroom with COC.

5 pts. - Action /Basic research on Proposal stage (approved proposal)

*MOV's: COC, Approved Proposal*

**E. Innovations – 5 points (maximum)**

**D.1 Curriculum Innovations – 5 points (maximum)**

5 pts. - Division level

4 pts. – District level/Municipal level

3 pts. - School level

2 pts. - On going

1 pt. – Conceptualized (Proposal)

*MOV's: Certificate of Completion, Innovative Work Plan Proposal*

**F. Development of IMs, SIMs, SLMs/Modules, Worksheets, PPT's-----5 points**

5 pts. - Division level

4 pts. – District level/Municipal level

3 pts. - School level

2 pts. - On going

1 pt. – Conceptualized (Proposal)

*MOV's: Certificate of Completion(COC), Manuscript*

### III. PROFESSIONAL / PERSONAL DEVELOPMENT AND COMMUNITY INVOLVEMENT – 40 POINTS (MAXIMUM)

#### G. Highest Educational Attainment – 10 points (maximum)

- 10 pts. - JD/PhD/EdD/any doctorate degree related to education/
- 8 pts. - Doctorate Academic Requirement
- 6 pts. - At least 15 units EdD/PhD
- 5 pts. - MA/MS Degree
- 3 pts. - MA/MS Academic Requirement
- 1 pt. - At least 15 units MA/MS
- 0.50 t. - At least 9 units

*MOVs: OTR, Certificate of Completion, Certification (Unit Earners)*

#### H. Trainorship/ Speakership/ Demo Teacher/Facilitator during LAC/INSET

##### trainings, seminars, workshops (online/F2F) – 10 points (maximum)

- 5 pts. – International
- 4 pts. - National
- 3 pts. - Regional
- 2 pt. - Provincial / Division
- 1 pt. - District/Municipal
- 0.75 pt. - Cluster Schools/Zone
- 0.50 pt. - School-Based/Department Based
- 0.25 pt. - Grade Level LAC

*MOVs: Certificate of Recognition, Memorandum, Pictures, Training Matrix, Program, Lesson Plan, Communication Letter, DepEd Endorsement*

#### I. Chairmanship / Membership of a Technical Working Group TWG – 5 points (maximum)

##### Central Office/Regional Office/Schools Division Office Trainings

- 2 pts. each - Chairman
- 1.5 pts. each - Co-Chairman
- 1 pt. each - Member

##### Congressional/District/Municipal/Cluster Schools/School-Based Trainings

- 1 pt. each - Chairman
- 0.75 pt. each - Co-Chairman
- 0.50 pt. each - Member

*MOVs: Certification, Memorandum, Designation, Pictures, Certificate of Recognition, Program*

#### J. Honors/Citation/Awards Received – 5 points (maximum)

- 5 pts. - International/National award
- 4 pts. - Regional award
- 3 pts. – Division award
- 2 pts. – District/Municipal award
- 1 pt. - School award

*Example: Most Outstanding Teacher, Most Outstanding Employee, Best MAPEH Implementer, CSC Award, Best Structured Classroom, Biggest Loser, BSP/ GSP Award, Brigada Eskwela Award*

*MOVs: Certificate of Recognition/ Plaque, DepEd Endorsement, Criteria for the Search, Pictorials, Memorandum/Letter of Invitation, Pictures, Program*

**K. Trainings Attended – Virtual/ F2F (MAPEH/SPA/SPS/CTP) – 5 points (maximum)**

- 5 pts. each – International
- 4 pts. Each - National
- 3 pts. each - Regional
- 2 pt. each- Provincial/Division
- 1 pt. each - District/Municipal
- .75 pt. each - Cluster Schools/Zone
- .50 pt. each - School-Based
- .25 pt. each- Grade Level LAC / INSET

*MOVs: Certificate of Participation, Memorandum, Pictures, Program, Attendance, Registration, DepEd Accreditation*

**L. Special Programs/Community Projects – 5 points (maximum)**

- 5 pts. - Municipal Level
- 3 pts. - Barangay Level
- 2 pts. - School Level
- 1 pt. – On going

Example: Summer Arts Workshop, Gift Giving, Sports Fest, Fitness Program and others

*MOVs: Program proposal; Attendance Sheets, Narrative Report, Pictorials, Designation as Program/Project Coordinator (signed by the Punong Barangay, Department Head/Chairman and the School Head), Communication Letters, Pictorials*

**Total: 100 points**

**Add: Plus Factors**

**(0.25 each)**

Book Journal Authorship

Content Validator

Grammar Evaluator

Conformance Reviewer

Project Sourcing for MAPEH/SPA

TV Broadcaster

SLM Layout Evaluator / Layout Artist District / Municipal / Division / Regional Data Coordinator

Coordinatorship / Chairpersonship / Advisorship for at least one (1) year

Other Plus Factors to be decided/determined by the Search Evaluators

Radio-Based Broadcaster

Video Lesson Editor/ Script Writer

Video Lesson Developer

Research Presenter of a forum

Article Writer in MAPEH/SPA

**DIVISION EVALUATORS:**

\_\_\_\_\_  
Signature Over Printed Name

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Signature Over Printed

Checked and Reviewed:

**LILIBETH A. DAUS, EdD**

Education Program Supervisor  
In-Charge of MAPEH

